

**BOARD OF SELECTMEN
TOWN OF EAST WINDSOR
11 RYE STREET
EAST WINDSOR, CONNECTICUT 06088**

MINUTES OF REGULAR MEETING

Tuesday, July 3, 2012 at 7:00 p.m.

These minutes are not official until approved at a subsequent meeting.

Members Present: Denise Menard, Dale Nelson, Richard P. Pippin, and
James C. Richards
Members Absent: Alan Baker
Others: Kathleen Pippin, Catherine Cabral, Tyrone Osiomalo, Scott
Morgan, Gilbert Hayes, SD Broder, Paulette Broder and Mr.
Bancroff
Press: Larry Smith (Patch. com)

I. Call to Order

First Selectman Denise Menard called the Regular Meeting to Order at 7:03 p.m., in the East Windsor Town Hall.

II. Attendance

Denise Menard, First Selectwoman
Dale Nelson, Selectwoman
Richard P. Pippin, Jr., Selectman
James C. Richards, Selectman

III. Added Agenda Item

None.

IV. Approval of Minutes

Regular Meeting of June 19, 2012

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (3-0)(D. Menard abstain) that the Board of Selectmen approves the minutes of June 19, 2012 Regular Meeting, as presented.

V. Communications

a. Warehouse Point Fire District Fire Marshal's April Report

Ms. Menard indicated that the Selectmen requested a report from the Warehouse Point Fire Marshall which is done monthly. She shared the report with all of the Selectmen and asked if the Selectmen would like to have the Town's Fire Marshall to do the same kind of monthly report. It was the general consensus that the Board would like to have a report similar to the format of the Warehouse Point Fire Marshall's report. Ms. Menard indicated she would request same from Mr. Simpkins.

b. Approval of Historic Documents Preservation Grant

Ms. Menard indicated to the Board Members that in their packets is a letter from the Connecticut State Library informing the Town Clerk that the Historic Documents Preservation Grant application for the Town of East Windsor in the amount of \$4,000 has been approved.

c. Discussion of Storage Issue

Ms. Menard indicated to the Board Members that in their packets is an email from Mr. Cliff Nelson regarding Town's storage building at the Town Garage. It was the general consensus that Ms. Menard would speak to Mr. Lenny Norton regarding the storage issues.

d. Correspondence Regarding SeeClickFix Service

Ms. Menard commented to the Board Members that in their packets is information regarding SeeClickFix. SeeClickFix partners with municipalities to cost-effectively adopt and brand our citizen engagement channels to expand communications with their residents via a hosted, user friendly platform.

VI. Selectman's Reports

a. Denise Menard, First Selectwoman

Ms. Menard commented that she has recently returned from vacation and has been unable to have a report prepared for this evening's meeting.

b. Alan Baker, Deputy First Selectman

Mr. Baker was not in attendance, no report given.

c. Dale Nelson, Selectwoman

Ms. Nelson indicated that on June 26th she attended a function at the Nutmeg for businessmen for networking. On June 27th, she attended the Police Commission Meeting. At that meeting, the Commission discussed the bids for the contract of vehicle maintenance. There were 7 bids received, and she believes that Bosco's was awarded the bid. On June 30th, she marched in the Broad Brook Fire Department Parade. Ms. Nelson discussed the cardboard race down the Scantic River on July 1, 2012. It had great attendance and was a lot of fun.

She commented about the recent Volunteer Incentive Meeting and at the meeting the budget was discussed, which is coming in very close to the budget.

d. Richard P. Pippin, Selectman

Mr. Pippin indicated he attended the WPCA meeting on July 27, 2012. A public hearing was held regarding Prospect Hill assessments and two people appeared and exemptions and waivers were discussed and it was eventually straightened out. A discussion was also held regarding the condominium owners requesting the WPCA to take over the sewers. The WPCA denied that request. North Road Sewer Phase III was discussed and it was noted that it is not known as Phase III but should be known as Phase II. Tests have been done and bids will be received in a few months.

Mr. Pippin discussed the recent Zoning Board of Appeals Meeting. He indicated that a four car garage application was denied due to the fact that a hardship was not proved. An application for a pool to be constructed in a front yard was discussed and it was granted due to the fact the frontage of the house is approximately 340 feet from the road.

e. James C. Richards, Selectman

Mr. Richards gave to all Board Members a copy of his report dated July 3, 2012. He indicated the recent Board of Education meeting was June 27, 2012 wherein a discussion was held regarding the modulars and the prepayment of 2012-2013 health insurance out of this years budget approximately \$325,000. The Board of Education's attorney has indicated in a written note indicating it was okay and while not written the Connecticut State Board of Education said it was okay. It was mentioned that the Treasurer, Ms. Cabral's written concern and the auditor's spoken concern. After much discussion, it was decided that pre-payment could occur and with the last year as the precedent that this would be a new way to pay for health insurance with the pre-payment out of the current year's budget. As he understood, next June they would be pre-paying health insurance for 2013-2014

fiscal year out of the 2012-2013 budget. He indicated that the other boards which he attends meetings did not meet since the last Board of Selectmen Meeting.

It was **MOVED** (Pippin) and **SECONDED** (Nelson) and **PASSED** (U) that the Board of Selectmen move Agenda Item No. XI. New Business a. Discussion of IT support for the Town, to include Tyrone Osoimalo, Director of IT to be discussed before VII. Public Participation.

XI. New Business

a. Discussion of IT support for the Town, to include Tyrone Osoimalo, Director of IT

Ms. Menard introduced Mr. Tyrone Osoimalo, Director of IT to the Board. Ms. Menard commented that as the Board is aware, there is a big project in the IT Department which is a town wide refresh of the computer system. Mr. Osoimalo recommends that a full time position should be created during this project to help all departments, such as public works, senior services and other departments which are having challenges. There are approximately 65 employees which that one full time position will support. The position would be a Tier II position, which would require no guidance. This would not be a permanent position and after the refresh project is completed, this position would then be reviewed and the Town will be able to look at their options of either creating a permanent full time position or to contract for services.

Ms. Nelson commented that after the one year, could that position that is created be a shared service at the schools. Mr. Osoimalo indicated that he has done research of surrounding towns on how those towns support their IT. He gave examples of Windsor Locks, Ellington, Somers, Suffield, Cromwell, Stafford, Granby, and Tolland. Five towns out sourced and three towns had an IT department. Ms. Menard commented that during the financial server crash, the consultant was charging \$60.00 per hour. Mr. Osoimalo indicated the out source would be approximately \$30.00 to \$60.00 per hour range. Ms. Menard began explaining how the funding would occur. She indicated that there is cost savings in one place, which is health care of approximately \$70,000 and there is a line in the IT Department Budget which is designed for a consultant.

A brief discussion was held.

It was **MOVED** (Richards) and **SECONDED** (NELSON) that the Board of Selectmen authorizes the First Selectwoman, Denise Menard, to create a full time IT position for one year.

A discussion was held. Mr. Pippin indicated he would prefer hiring a person by contract because hiring someone for a full time position will want benefits which are hidden costs.

A vote was taken:

In favor: Ms. Nelson, Mr. Richards, and Ms. Menard

Opposed: Mr. Pippin

Motion **PASSED** (3-1).

Board Recessed for a Town Meeting at 7:32 p.m.

Board Reconvened at 7:46 p.m.

VII. Public Participation

Mr. Scott Morgan indicated that he has a plaque regarding the flags and inquired as to when Ms. Menard would like that plaque so it could be hung in the Town Hall. Ms. Menard indicated that he could bring that to her office at his convenience.

VIII. Board and Commission Resignations and Appointments

a. Resignations: East Windsor Housing Authority Ms. Barbara LaMay

In a letter dated June 12, 2012, Ms. LaMay indicated she is resigning from the East Windsor Housing Authority as of a month ago in an email.

It as **MOVED** (Pippin) and **SECONDED** (Nelson) and **PASSED** (U) that the Board of Selectmen accepts the resignation of Ms. Barbara LaMay, to the East Windsor Housing Authority, with deep regret and thanks Ms. LaMay for all of her years of service.

b. Re-Appointments: The Capital Improvement Planning Committee Elzear Rodrigue (D) for a term expiring September 1, 2013

Ms. Menard indicated that the CIP Committee has to be established by August 1. The CIP Committee develops the plan November and December for the upcoming budget. It would make more sense to keep the members who have been developing a five year plan and they should be reappointed until September 1, 2013. When this was done at the June 5, 2012 Meeting, Mr. Rodrigue was out of town and the First Selectwoman wanted to confirm with him if he wanted to be reappointed. He has been contacted and he is requesting re-appointment.

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U that the Board of Selectmen approves the re-appointment of Mr. Elzear Roadrigue (D), as a Regular Member of the Capital Improvement Planning Committee a 1 year term expiring September 1, 2013.

c. New Appointments: None

d. Board and Commission Current Vacancy List

The list was given to all the Board Members for their review

IX. Unfinished Business

a. Discussion of Identification Documentation for Constables

Ms. Menard introduced Mr. Gilbert Hayes, Mr. Bancroff, and Mr. SD Broder to the Board. She indicated that she has spoken with CIRMA. CIRMA is requesting a description of the duties, background checks, and training. She is requesting from the constables that information and once she receives same, she will forward it on to CIRMA for review. Mr. Hayes inquired as to training. Ms. Menard indicated the constable has to learn the service process. Mr. Hayes commented that he and Mr. Bancroff have been trained. Ms. Menard asked if they could provide a certificate of training. Mr. Hayes indicated he would contact the facility where he took the training and get some sort of documentation of same. Mr. Bancroff indicated that he would get a letter. Mr. Hayes commented that the description is pursuant to the Connecticut State Statutes. Mr. Richards indicated he has read the statute and it does indicate powers of the constables.

A brief discussion was held.

Mr. Richards began speaking about other municipal official's identifications. A lengthy discussion was held. Ms. Menard indicated that she has spoken with Emergency Management and identifications will be given to the appropriate

persons. She suggested placing this topic on the agenda for the next regular meeting.

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen moves Agenda Item No. X. Budget Matters a. Clarification of Board of Selectmen and Board of Finance April 17, 2012 Motion regarding Special Accounts to be discussed before IX. Unfinished Business b. Cemetery Association Request.

X. Budget Matters

a. Clarification of Board of Selectmen and Board of Finance April 17, 2012 Motion Regarding Special Accounts

Ms. Catherine Cabral, Treasurer gave to all the Board Members definitions of terms used while describing fund balances. She began explaining in specific restricted fund balance and committed fund balance. She commented that committed funds were more restrictive than restrictive funds. She indicated a decision was made by motion at a previous meeting of the Board of Finance and Board of Selectmen; however, this evening she is asking for clarification of same to include budgets of fiscal year 2011-2012, 2012-2013 and all future years. The motion which was passed on April 17th did not include this language.

A discussion was held. Ms. Cabral explained committed funds and restrictive funds. She indicated this only can be changed by a legislative body which would be the Board of Finance and Board of Selectmen.

She would like this motion to be clarified.

It was **MOVED** (Pippin) and **SECONDED** (Nelson) and **PASSED** (U) that the Board of Selectmen approves the motion action taken by the Board of Finance Regular Meeting of June 20, 2012 clarification as noted on Page 9, Item B of the Regular Meeting Minutes and send the matter to a Town Meeting.

A lengthy discussion was held regarding recent articles in the newspapers an issue on how \$325,000 issue and the Board of Education. Ms. Menard asked Ms. Cabral to give a brief update to the Board Members. Ms. Cabral indicated that this is a Board of Finance issue and Ms. Menard suggested that the Board Members may want to go to the next Board of Finance Regular Meeting.

It was **MOVED** (Richards) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen return back in order of the Agenda.

b. Cemetery Association Request

Ms. Menard commented that this request has been on the agenda for sometime. The Cemetery Association was told to go to the appropriate Boards and Commissions regarding issues of misuse of land. As of the present date, she is unaware of any action taken by the Cemetery Association and she is requesting this matter be taken off the agenda. If the Cemetery Association eventually gets the answers from the land use Boards and Commissions, they are welcome to return to the Board.

c. Condominium Owners Request (waiting for further information)*

Ms. Menard briefly discussed the Condominium Owners Request indicating she is still waiting for information that she has requested.

*Starred items will not be discussed, but will remain on the agenda pending receipt of additional information.

d. Discussion of Board of Selectmen Priorities*

*Starred items will not be discussed, but will remain on the agenda pending receipt of additional information.

e. Set Salaries for Part-Time and Unaffiliated Employees*

*Starred items will not be discussed, but will remain on the agenda pending receipt of additional information.

X. Budget Matters

b. Budget Discussion and Transfers

1. FY 2011-2012

Ms. Menard gave to all the Board Members a document entitled "Town of East Windsor 2011/2012 Budget Transfers dated July 3, 2012". She also gave to the Board a copy of the 2011-2012 Budget dated June 26, 2012. The Board briefly reviewed same.

She briefly explained the budget transfers document and each transfer listed within the document. He asked if the Board Members had any questions.

A brief discussion was held.

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves and recommends to the Board of Finance the transfers listed on Exhibit A attached hereto and recommend to a Town Meeting, if necessary

c. Budget Information

1. Update Regarding Delinquent Tax Activities

Ms. Menard indicated that in the Board Member's packets is a report from the Tax Collector, Kim Lord. In that report, Ms. Lord indicates that since she began as Tax Collector on February 27, 2012, she has mailed out 400 delinquent real estate demands, turned over delinquent personal property accounts to State Marshall, David Hubbs, and mailed out over 2,000 motor vehicle demand notice. She has also placed liens against 367 real estate accounts, and initiated several lawsuits with Rossi Law Offices for delinquent motor vehicle accounts.

A brief discussion was held.

2. Building Department Permit Fee Summary Report

Ms. Menard indicated that in the Board Member's packets is a report from the Building Department Permit Fee Summary Report dated May 31, 2012. Ms. Menard mentioned that at a previous meeting when the Building Department came to the Board requesting additional hours for the part-employee, the Board requested this monthly report.

A brief discussion was held.

XI. New Business

b. Discussion of Requests Regarding the Budget Process from the Tax Collector and the Board of Finance in the Current Town Charter (Chapter VII, Finance and Taxation, Section 8-4)

XII. Executive Session (pursuant to Connecticut General Statutes Section 1-200 (6) (a) Personnel (b) (9) Contract Matter

It was **MOVED** (Nelson) and **SECONDED** (Pippin) **PASSED** (U) that the Board of Selectmen enters into Executive Session to conduct a hearing and to preserve the confidentiality of records.

The Board entered into Executive Session at 9:05 p.m.

It was **MOVED** (Nelson) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen terminates Executive Session enters into Public Session at 9:30 p.m.

No action taken.

XIII. Adjournment

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen adjourns the July 3, 2012 Regular Meeting at 9:31 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary

EXHIBIT A

**Board of Selectmen/
Accounts**

Transfer	Account Dept/line	Department	Amount	Reason
To	01/1010/101	Selectmen/ Salary P/T	\$228.59	To cover shortfall in salary
From	01/1195/200	Town Government/Health/Life Insurance		line
* previously approved for \$189.98 (corrected amount to \$228.59) BOF has already approved corrected amount				
To	01/1010/580	Selectmen/ Travel Allowance	\$1,200.00	To cover travel expenses
From	01/1085/620	Town Property/ Gas & Oil		
OTHER				
To	08/1025/0662	CNR/Town- TH Renovations	\$43,797.10	end of yr transfer
From	01/9447/0700	CIP Reserve/ TH Boiler		
To	08/1024/0470	CNR/PD Cruiser	\$1,410.32	Project not completed
From	01/9445/0637	CIP Current/ Police replacement vehicles		
To	08/1025/0657	CNR/TOWN- GIS SYSTEM	\$12,305.00	Ongoing project
From	01/9445/0736	CIP Current/ TOWN GIS SYSTEM		
To	01/5235/100	Human Services/ FT Salary	\$400.00	To cover differential pay
From	01/1055/802	Probate Court		
To	08/1025/0483	CNR- P.W. - Drainage	\$48,790.37	Transfer funds to complete drainage
From	01/9447/0632	CIP Reserve/ P. Works- Drainage		projects
To	08/1025/0494	CNR/ P.W. Truck	\$45,000.00	To purchase small dump truck
From	01/9445/0375	CIP Current/ Highway Replacement of Truck		
To	08/1025/0488	CNR/ P & R Parking Rails	\$1,720.00	To complete project in August
From	01/9445/0586	CIP Current/ P & R Parking Rails		
To	08/1025/0658	CNR/ Unassigned	\$1,172.73	To complete projects
From	08/1025/0473	CNR/ P & R Site		
To	08/1025/0450	CNR/ P & R Soccer Complex	\$1,172.73	To complete projects
From	08/1025/0658	CNR/ Unassigned		

To	08/1025/0658	CNR/ Unassigned	\$18,827.27	To complete project
From	08/1025/0472	CNR/ P & R Storage		
To	08/1025/0450	CNR/ P & R Soccer Complex	\$18,827.27	To complete project
From	08/1025/0658	CNR/ Unassigned		
To	01/5235/610	Human Services/ Office Supplies	\$782.00	To cover supply costs
From	01/1055/802	Probate Court		